

## Adjust Inventory Requests

### Returns, Waste, and Other Inventory Adjustments



Adjust Requests are used to report vaccine inventory activities other than administration as soon as they occur. Any COVID-19 vaccines that are deemed non-viable, opened, damaged or beyond use date (BUD) are entered in VIMS as waste. Select **Adjust** from the Request menu to report waste, return vaccines or document otherwise unaccounted for doses. A new form will open. If a previously saved, but not submitted Adjustment Request exists, then the saved form will open.

**Practice Inventory**  
Requests  
Transfer  
**Adjust**  
Reconcile  
Order  
View History  
Reports

### Adjust Vaccines

<b>Request Status</b>	<b>Practice</b> Gardens Grow People	<b>Created Date</b> 7/26/2017 8:18 AM	<b># Return ship labels</b>
<b>User Name</b> julie.maslack	<b>PIN</b> 20345	<b>Submitted Date</b>	<b>Return label method</b>
<b>IZ Approved Date</b>	<b>IZ Hold Date</b>	<i>Note: Return labels will be emailed to the Vax Coordinator email address.</i>	
<b>IZ Approved</b>	<b>IZ Hold</b>		

**Vaccine Coordinator**  

<b>Vaccine Coordinator</b>	Dauphine Daisy	<div>Changes to Info?</div> <div>Is new Coord Physician?</div>
<b>Email Address</b>	daisy@gardensgrow.org	
<b>Backup Vax Coordinator</b>	Lily Liatriis	
<b>Email Address</b>	liatriis@gardensgrow.org	

**Comments**  
*Comments should include any changes in delivery or contact information.*  
**Practice Comments**  
  
**IZ Comments**

*Note: The Ending # doses on hand field reflects practice quantities for that item at the time the adjustment request is submitted for IZ approval.*  

Adjust Out | Adjust In

	Line	Vaccine	Brand	NDC	VFC VFA	Lot	Expiration	Adjustment Type	Adjustment Reason	# Doses adjusted	Ending # doses on hand	Cost per dose	Value	VTrckS ID
No data available in table														

Save as Draft | Submit Adjustment | Cancel | Print

The editable heading fields on the Adjust Request form are not required but you may use them to communicate pertinent information to the Vaccine Program.

#### Useful Terms

Below, a few of the terms used in Adjustment Requests are explained for quick reference. See the [Glossary](#) for more definitions.

#### Return

Non-viable, unopened and intact state-purchased vaccine vials and syringes are returned to McKesson. Entering a Return in VIMS prompts the distributor to email you a UPS shipping label.

#### Waste

Non-viable, Beyond Use Date (BUD), opened or damaged and unused state purchased vaccines should be disposed of as medical waste and reported in VIMS as waste.

#### Administer, Return, Transfer or Waste Error

If mistakes are made when reporting doses administered, returned, transferred or wasted, Adjust the doses in and pick one of the Adjustment Reasons listed in the drop down menu.

#### Adjust In or Transfer In Error

If mistakes are made with doses adjusted or transferred in, Adjust the doses out and pick one of these Adjustment Reasons listed in the drop down menu.

# Adjust Inventory Requests

## Adding Items to an Adjustment Request



To adjust items into or out of your inventory, you must first add the vaccine(s) to your Request:

- **Adjust Out:** click on the **Adjust Out** button to display a pop-up menu that contains a list of all items in your inventory with an available quantity of one or more.
- **Adjust In:** Click on the **Adjust In** to display a pop-up menu that contains a list of all the vaccines on the CDC contract. This list is determined by enrollment status and what a practice is eligible to provide or receive.
- Use the side bar to scroll through the list, or enter a value to search for a specific vaccine.
- Select Insert for each item to be adjusted, and the system will add a line to the adjustment detail below the pop-up menu..
- Once items are added to the detail list\*, close the pop-up menu by clicking on the X on the top right corner of the menu.

*Add multiple items and include adjustments of all types on the same Adjust Request.*

*Make a mistake? Simply click the trash can icon next to the line. Insert a new line into the detail with the desired practice item.*

- For each item selected for adjustment, fill in the following fields: **Adjustment Type**, **Adjustment Reason** and **# Doses Adjusted** (number of doses to be removed from or added to inventory).
- If adjusting in vaccines, fill in the **Lot** and **Expiration** fields.

**Note:** The Ending # doses on hand field reflects practice quantities for that item at the time the adjustment request is submitted for IZ approval.